

SPECIAL INTEREST GROUPS – NOMINATING COMMITTEE

I. OFFICER DUTIES AND RESPONSIBILITIES

a. SIG Nominating Committee

i. Composition

1. The Nominating Committee shall consist of three (3) members.
2. Each member shall serve for three (3) years.
3. One new member shall be elected each year.
4. Members are elected via ballot.
5. The senior member of the committee shall serve as chair, unless otherwise designated by the Board of Directors.

ii. Duties and Responsibilities

1. Prepares annually a slate of two (2) or more candidates for each open SIG office.
2. Coordinates with the Executive Director and Academy Nominating Committee liaison to build ballot and to conduct elections.
3. Chair attends the SIG officers meeting with the Academy Vice President at CSM.

iii. Procedures

1. Requests recommendations for nominees from incumbent officers and Academy members
2. Determines eligibility of prospective candidates.
3. The SIG Nominating Committees will contact each potential candidate directly with information regarding
 - a. Academy Mission/Vision/Goals
 - b. Job description
 - c. Biographical Information/Personal Statement
4. Ensures candidate information is submitted online for the election process.

iv. SIG Nominating Committee (NC) Chair (year 3) Responsibilities:

1. Orients, mentors and supports junior members
2. Develops strategies to reach out to the membership to serve the SIG
3. Communicates progress in building slate to Academy NC liaison
4. Participates in Academy NC conference calls (approximately quarterly)
5. Attends SIG leadership meeting at CSM or designates proxy
6. Presents tentative slate at SIG business meeting and solicits nominations from the floor
7. Actively participants in SIG leadership and development

II. EXPENSES

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.